



Michael R. Pence, Governor  
State of Indiana

*Division of Disability and Rehabilitative Services*  
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## CIH Implementation Subcommittee Meeting Minutes

Date/Time: March 22, 2016 10:00am - 3:00pm

Place: Indiana Mentor  
8925 N Meridian Street  
Suite # 200  
Indianapolis, IN 46260

### Attendees:

Cathy Robinson BDDS	Janet Dieterly Bona Vista Programs – Board Member/Parent
Teresa Grossi Center on Community Living and Careers	Jill Dunn Bona Vista Programs, Inc.
Kim Dodson The Arc of Indiana	Mark Robinson BDDS
Joy Greeney Advocacy Links, LLC.	Jeff Frady Indiana Mentor
Kelly Barnett Arc of Evansville	Kelly Kaufman BDDS
Sabra Burnett Make a Difference...everyday	Thom Hayes BDDS

### Topics

- Review of resource materials
  - CIH Waiver Transform/Service Definitions at a Glance
  - Summary of HHS Guidance on Person Centered Planning – NASDDS
  - Person Centered Planning Requirements in HCBS Rule – CMS HCBS Final Rule Webinar
  - Final Rule Medicaid HCBS – Disabled and Elderly Health Programs Group= Center for Medicaid and CHIP Services – CMS Presentation
  - Sample Fact Sheets – PCG
    - Achieving a Better Life Experience Act of 2014 (ABLE act)
    - The Real Cost of Child Abuse and Neglect



## **Discussion**

- CMS has responded to the waiver amendment and has sent BDDS formal questions
  - BDDS working with The Office of Medicaid Policy & Planning to get responses back to CMS
  - BDDS is still on target for the October 1, 2016 implementation date
- Fact Sheets
  - Need to contain graphics
  - Should not use acronyms
- Wellness Definition Packet
  - BDDS identified some issues with the wellness definition after it was posted
  - BDDS working with Audit team to address concerns they had about service delivery and providing examples for further clarifications
  - Address training for nurses on developing risk plans
  - The wellness definition will be posted again once updates have been made
- No additions to the February Meeting Minutes
- Selection of Service & Budget Creation
  - How do we identify services for individuals? How can we communicate these services to families in an easily understood manner?
    - The “Yellow Book” – a booklet that contained a snapshot of services. This booklet was very helpful when discussing services
      - Last time the “Yellow Book” was available was 2007
      - Book was helpful to schools, parents, and individuals
      - BDDS is looking into reintroducing the “Yellow Book” – it was also discussed at the Town Hall Meetings.
    - Development of an interactive online system
      - Parents could answer a list of questions that will assist in selection of services
      - Assist in narrowing down choices
    - BDDS developing “decision tree” of services
      - Advise parents who are in early childhood programs to assist in planning for future services
    - BDDS developing videos much like the Vocational Rehabilitation Services to assist families in filling out forms for services
  - Paper compliance for person-centered planning
    - Challenges to completing the high volume of paperwork needed for services
      - Be mindful to keep the focus on the individual and not paperwork It needs to be a discovery process and not a checklist - however, ensure all areas of person-centered planning are covered during the process
      - When changing providers, need to make sure they are not recycling plans from 10 years ago. The transition should be a continuation of life for the individual and not a re-boot each time there is a change in provider and/or case manager
    - Training of Direct Support Professionals – training needs to be accredited and a requirement by the State of Indiana along with a State definition of person-centered planning.

- Look at outside-the-box methods to accomplish individual PCP dreams outside of budget constraint
- Fact Sheet
  - Educating families that the waiver is not a “golden ticket” and is not a replacement to natural supports. Develop communications for families to explain how natural supports, along with paid supports, help in achieving goals. The waiver is not the answer to everything: it is a supplement
    - Person-centered planning needs to reflect the hopes and dreams of the individual
    - Responsibilities/Roles for each person in person-centered planning
      - “With Rights Come Responsibilities”
      - Waiver is not an entitlement
- Shift in thinking
  - Philosophy and Training
  - Career Ladder for Direct Support Professionals
  - Clarity on expectations
    - More promotion of the Direct Support Professionals of Indiana (DSPIN) and the National Alliance for Direct Support Professionals (NADSP)
  - DSP’s must understand that they are part of something bigger
  - Change how waiver services are presented –(i.e. “We only have this much money in the budget” vs.-” We now have this much money to add to what we are doing”.)
  - Restating the waiver is a support not *the* support
- Guardians
  - Inconsistencies between waiver services and Indiana Department of Health (ISDH) – types of guardianship
    - Adult Protective Services (APS) Guardianship
    - Paid Guardianship
    - Waiver Provider Guardianship
  - Keeping guardians involved and informing individuals of what is expected from the guardian (i.e., types of guardians, levels of guardianship)
    - Indiana Adult Guardianship Taskforce – educating guardians on decision making
- What does a meaningful day look like for an individual who is receiving services?
  - Discovery during the PCP process vs. selecting services to fit the budget
  - Justifying services
  - Selecting a provider who will best fit to achieving goals – not just picking a provider based familiarity of the company name
  - Educating guardians on what to expect during the PCP process – how to choose a provider, identifying services, their roles and responsibilities
- Budget utilization
  - Online budget tool for families – showing what services cost and a real-time picture of developing a Cost Comparison Budget (CCB)
  - End of year budget utilization report – (Explanation of Benefits)
    - Breakdown of services delivered & cost
  - Snapshot showing amount of budget approved vs. what amount has been spent

- Training for provider staff to educate how to explain the budget to families/guardians

## **Recommendations**

- Making the Individual Support Plan (ISP) more person-centered
  - Reducing redundancy
  - Continuity of information
  - More consumer friendly
    - Content with graphics
    - Layout
    - Snapshot of what you need to know about this person – what works and doesn't work for this individual
  - Reduce loss of information from document to document
  - Measurement of outcomes – typically goals
    - How to get usable data
  - Look at Individual Family Service Plan (IFSP) as an example
- Communication
  - Education component: explaining what to expect with entering waiver services (i.e., responsibility vs. entitlements)
  - Planning for the future – for individuals in early childhood programs
- Connecting people with others
  - Self-advocate organizations more than the direct service providers and case managers
- Waiver booklets
  - Bring back the “Yellow Book”
- On-line budget tool
  - Assist in the explanation of budgets
  - Recap of services delivered for the past year
  - Snapshot of approved budget and amount used
- Digitized system to capture signatures of individuals participating in PCP
  - Reducing paper
  - System to review the PCP after it has been developed
    - What would CMS need to see?
    - Minimizing duplication
    - System much like the IEP – shows information in different sections but once it is printed it is a cohesive document
    - What is in rule (system would need to meet a minimum requirement)
    - Good person-centered planning and certification process

## **Planning Ahead**

- April
  - BDDS will share information on what is taking place in the Cost Analysis and Policy subcommittees
  - Documentation of services & growth of progress

## **Task**

- BDDS will provide examples of:

- Individual Family Service Plan (IFSP)
- Individual Support Plan (ISP)
- Individualized Education Program (IEP)
- ISTAR-KR Assessment
- Person-centered planning
- Checklist
- Examples from other states – good & bad – (PCG)
  - Kentucky
  - Ohio
  - Minnesota
  - Wisconsin
  - Illinois

### **Next Meeting**

- April 14, 2016 – 10:00AM – 3:00PM – Indiana Mentor – 8925 N Meridian Street, Suite 200, Indianapolis, IN 46260